



BOBBY JINDAL
GOVERNOR

State of Louisiana

Interoperability Subcommittee

BRANT MITCHELL
CHAIRMAN

VACANT
VICE CHAIRMAN

POLICY NAME: STATEWIDE SYSTEM ACCESS POLICY

POLICY NUMBER: 09-002

PROPOSED EFFECTIVE DATE: 15 AUGUST 2008

Statewide System Access Policy

I. Authorized Statewide System Access

The state of Louisiana authorizes access to the statewide 700 MHz/800 MHz Project 25 System (P25 System) infrastructure for authorized federal and state first responder agencies, as well as authorized local entities that wish to operate on the system that have eligibility in the Public Safety Radio Pool as described in Federal Communications Commission Rules and Regulation (47 CFR-Part 90), more clearly defined below.

Authorized agencies accessing the P25 system will have subscriber units that are Project 25 compliant and capable of operating on both the 700 MHz and 800 MHz bands.

The term "first responder" will include, but not be limited to: fire departments (state and local), law enforcement (state, local, school, port security, private security, industry, tribal), EMS/Ambulance (public and private), public health, hospitals (public and private), clinics (public and private), emergency management, public works and utilities, response volunteers (VOAD, Red Cross, etc.), shelter operations and the Louisiana National Guard.

Other public and private agencies, not defined above must obtain authorization to access the P25 system from the Interoperability Subcommittee by submitting a letter of application to the Chairman requesting access.

II. P25 System Access Process

Requesting Agencies must follow the steps below to gain access the statewide system:

- **First Responder Agencies** and/or **Non First Responder Agencies** (who have been previously authorized)

The following must be submitted to the Interoperability Subcommittee Chairman:

- Letter to Request System Access (Appendix A-Sample Only)
- Agency Information Form (Appendix B)
- User Agency Talk Group Request (Appendix C - Sample Only)
- Radio ID Request (Appendix D)

- ***For Non First Responder Agencies***

The following must be submitted to the Interoperability Subcommittee Chairman:

- Letter to Request System Access (Appendix A-Sample Only)
- Agency Information Form (Appendix B)
- User Agency Talk Group Request (Appendix C - Sample Only)
- Radio ID Request (Appendix D)
 - Note: The Interoperability Subcommittee encourages all Non First Responder Agencies submit their Request for System Access to the Regional Interoperability Working Group for a letter of endorsement.

Contact Information for Interoperability Subcommittee:

Brant Mitchell, Chairman
Interoperability Subcommittee
7667 Independence Blvd.
Baton Rouge, LA 70806
225-925-7332 Office
225-925-7348 Fax
bmitchell@ohsep.louisiana.gov

III. Responsibilities

Chairman, Interoperability Subcommittee (ISC)

- ***Previously Authorized First and Non-First Responder Agencies:***
 - Confirm receipt of required information and forward to DPS, Radio Communications
 - Confirm access to the P25 system is completed by DPS, Radio Communications
 - Provide notification to requesting agency their radios can be programmed

- ***Non-First Responder Agencies:***
 - Confirm receipt to Requesting Agency of their Letter of Application
 - Present Letter of Application to Interoperability Subcommittee
 - Notify Requesting Agency if Application was Approved/Denied
 - Upon approved Application, immediately forward to DPS, Radio Communications
 - Confirm access to the P25 system is completed by DPS, Radio Communications
 - Provide notification to requesting agency their radios can be programmed
 - Upon denied Application, the Interoperability Subcommittee will provide a Letter of Explanation to the Requesting Agency for the decision

Department of Public Safety (DPS), Radio Communications

- Upon receipt of information, Radio Communications will work with the Requesting Agency and provide the following:
 - User Security Group
 - User "Talk Group Prefix"
 - Individual Radio IDs
 - Individual Talk Group IDs
- Notify Interoperability Subcommittee Chairman that all required information has been entered into the P25 system management terminal and Requesting Agency is able to access the system.

Contact Information for DPS, Radio Communications:

DPS, Radio Communications
8001 Independence Blvd.
Baton Rouge, LA 70806
225-925-6036 Office
225-925-7003 Fax
radio.communications@dps.la.gov

IV. Subscriber Unit Programming

Programming of subscriber units will be arranged by the Requesting Agencies.

Advanced keys will be purchased by Requesting Agency from vendor and provided to DPS, Radio Communications to load initial programming and returned to Requesting Agency for self programming. All subscriber units will be programmed as designated per the Interoperable Channels and Talk Group

Policy. To program advanced keys with other agencies talk groups, a Letter of Approval from the respective agency will be provided to programmer.

DATE

Brant Mitchell, Chairman
Interoperability Subcommittee
7667 Independence Blvd.
Baton Rouge, LA 70806

RE: Statewide System Access

Dear Mr. Mitchell:

The REQUESTING AGENCY request access to join the state of Louisiana Project 25 700 MHz and 800 MHz communications system. Our agency will have approximately XXX portable units and XXX mobile units.

For Non First Responder Agencies: Please provide an explanation as to the agency's direct contribution to public safety.

If you have any questions please contact CONTACT NAME at CONTACT PHONE NUMBER or by email at CONTACT EMAIL ADDRESS.

Sincerely,

Signature of Authorized Official

Title of Authorized Official

State of Louisiana Statewide Communications System

User Information Form

COMPLETE ONE (1) APPLICATION PER AGENCY

1. NAME OF AGENCY/DEPARTMENT/SECTION: _____

CONTACT PERSON/TITLE: _____

PHONE NUMBER# _____ FAX # _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

If you would like your agency to receive radio system problem notifications, please provide email addresses below to which you would like to receive the notifications. This purpose would **only be for Radio System Problem** notifications.

EMAIL ADDRESS: _____

EMAIL ADDRESS: _____

2. DEPARTMENT SPECIFIC INFORMATION:

A. IMMEDIATE ACCESS: # OF PORTABLES _____ # OF MOBILES _____

B. ANTICIPATED GROWTH WITHIN THE NEXT 1 YEAR: PORTABLES _____ MOBILES _____

C. ANTICIPATED GROWTH WITHIN THE NEXT 5 YEARS: PORTABLES _____ MOBILES _____

D. NUMBER OF TALKGROUPS NEEDED FOR YOUR AGENCIES PRIVATE USE: _____

3. DESCRIPTION OF DEPARTMENT DISPATCH FACILITIES:

HOURS OF OPERATION _____

4. LIST THE NAMES AND TITLE OF ALTERNATE INDIVIDUALS AUTHORIZED TO REQUEST ANY INFORMATION OR RADIO IDENTIFICATION NUMBER:

SIGNATURE

DATE

SIGNATURE

DATE

Question regarding this form should be directed to the following:

DPS, Radio Communications

Email: Radio.Communications@dps.la.gov

Phone: 225-925-6036

Fax: 225-925-7003

**State of Louisiana
Statewide Communications System**

User Agency Talk Group Form-Sample

User Agency Name: _____

**Complete only the first column*

| TALKGROUP OR MULTIGROUP ALIAS | 700 DECIMAL ID | 700 HEX ID |
|--|-----------------------|--------------------|
| Agncy-Dispatch1 | PROVIDED BY DPS-RC | PROVIDED BY DPS-RC |
| Agncy-Dispatch2 | PROVIDED BY DPS-RC | PROVIDED BY DPS-RC |
| Agncy-Swat1 | PROVIDED BY DPS-RC | PROVIDED BY DPS-RC |
| Agncy-Swat2 | PROVIDED BY DPS-RC | PROVIDED BY DPS-RC |
| Agncy-FireDisp1 | PROVIDED BY DPS-RC | PROVIDED BY DPS-RC |
| Agncy-FireDisp2 | PROVIDED BY DPS-RC | PROVIDED BY DPS-RC |
| Agncy-SO TG 1 | PROVIDED BY DPS-RC | PROVIDED BY DPS-RC |
| Agncy-SO TG 2 | PROVIDED BY DPS-RC | PROVIDED BY DPS-RC |
| Agncy-SO TG 3 | PROVIDED BY DPS-RC | PROVIDED BY DPS-RC |

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DPS, Radio Communications
8667 Independence Blvd.
Baton Rouge, LA 70806
(225) 925-6036 Office
(225) 925-7003 Fax
radio.communications@dps.la.gov

**State of Louisiana
Statewide Communications System
User Agency Radio ID Request Form-Sample**

User Agency: _____

Requested By: _____

Date: _____

Phone #: _____

| # | RADIO SERIAL # | MODELTYPE | MODEL NAME | ALIAS | P25 HEX | P25 DECIMAL |
|----|-------------------|-----------|------------|--------|--------------------|--------------------|
| 1 | 999BFG0000 | XTS2500 | MOTOROLA | HQ-789 | PROVIDED BY DPS-RC | PROVIDED BY DPS-RC |
| 2 | 999BFG0001 | XTL2500 | MOTOROLA | HQ-790 | PROVIDED BY DPS-RC | PROVIDED BY DPS-RC |
| 3 | 999BFG0002 | XTS5000 | MOTOROLA | HQ-791 | PROVIDED BY DPS-RC | PROVIDED BY DPS-RC |
| 4 | 999BFG0003 | XTL5000 | MOTOROLA | HQ-792 | PROVIDED BY DPS-RC | PROVIDED BY DPS-RC |
| 5 | 8767B5004 | EFJ-51SL | EF JOHNSON | HQ-793 | PROVIDED BY DPS-RC | PROVIDED BY DPS-RC |
| 6 | 8767B5005 | EFJ-51SL | EF JOHNSON | HQ-794 | PROVIDED BY DPS-RC | PROVIDED BY DPS-RC |
| 7 | 8767B5006 | EFJ5100 | EF JOHNSON | HQ-795 | PROVIDED BY DPS-RC | PROVIDED BY DPS-RC |
| 8 | 8767B5007 | EFJ5100 | EF JOHNSON | HQ-796 | PROVIDED BY DPS-RC | PROVIDED BY DPS-RC |
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